

Updated ID checking guidelines in line with new right to work rules

From 1 July 2021, new rules for right to work checks will apply. EU, EEA and Swiss citizens will need to provide evidence of a lawful immigration status in the UK.

In response to these changes, the Disclosure and Barring Service (DBS) has updated the ID checking guidelines for:

- Basic DBS checks, submitted through a Responsible Organisation
- Standard and Enhanced DBS checks

The changes to the guidelines are as follows:

- In the 'UK National' route, reference to 'EEA' has been removed
- Additional detail for the primary documents has been added for the 'international' route
- An updated link to the right to work guidance has been included

The new guidance comes into effect from 1 July 2021, however we are aware that some Registered Bodies and Responsible Organisations may require a period of time to make technical changes to their online systems.

In light of this, the existing ID checking guidelines will remain on GOV.UK alongside the new guidelines, until 1 October 2021, and either version can be used up until this date.

The [temporary changes](#) that were made to the ID checking guidance in response to the COVID-19 pandemic are not affected by the above changes, and you can continue to operate in line with these.

Further details to rights to work in the UK can be found on <https://www.gov.uk/legal-right-work-uk>

To be used by Non-UK Nationals who are applying for paid work can.

Minimum of 3 documents to be provided in all cases. Collectively documents should prove identity, right to work in the UK, name, address and date of birth. **Please tick which identification documents you have verified against application and identity.**

- One document should be provided from **1a – Primary Documents** to support permanent or temporary right to work in the UK. If applicant is unable to provide this documentation, they can't submit a DBS check. This is because the right to work in the UK can't be established. No other route for paid personnel can be used.
- Further two documents from supportive documents - 1b, 2a or 2 b should be supplied. **Please note** that a passport or biometric residence permit can only be used as a supportive document if it has not already been used as a primary document.

Group 1a: Primary identity documents

Document	Notes	Evidence Verified
Current Irish Passport	Showing National of the Republic of Ireland	
Current Irish Passport Card	Showing National of the Republic of Ireland	
Current Passport	Endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK and has no time limit on their stay in the UK	
Current Passport	Endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.	
Current Biometric Residence Permit	Issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK	
Current Biometric Residence Permit	Issued by the Home Office to the holder indicating that the person named can currently stay in the UK and is allowed to do the work in question.	
EEA or Swiss Citizens	Current document from the Home Office indicating that the holder is permitted to stay in the UK indefinitely.	
EEA or Swiss Citizens	Current document issued by the Home Office indicating that the holder is permitted to stay in the UK for a time-period and to do the type of work in question.	
Current Immigration Status Document	Issued by the Home Office to the holder with an endorsement indicating that they named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance Number and their name issued by a government agency or a previous employer.	

Current Immigration Status Document containing a photograph	Issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK, and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a government agency or previous employer.	
Online Evidence of Immigration Status	Either via the View and Prove service or using the BRP or BRC online service. Issued by the Home Office to the employer or prospective employer, which indicates that the names person may stay in the UK and is permitted to do the work in question. Must be valid. Note: This includes the EUSS digital status confirmation.	
Application to enter or remain under Appendix EU to the immigration rules on or before 30 th June 2021	Document issued by the Home Office showing that the holder has made an application. Positive Verification Notice from the Home Office Employer Checker Service to also be supplied.	
Application Registration Card	Issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office.	
Positive Verification Notice	Issued by the Home Office Employer Checking Service to the employer or prospective employer, indicating that the names person may stay in the UK and is permitted to do the work in question.	
Frontier Worker Permit	Issued under Regulation 8 of the Citizens' Rights (Frontier Workers) (EU Exit) Regulations 2020.	

Group 1b: Supportive Documents

Document	Notes	Evidence Verified
Passport	Any current and valid passport	
Biometric residence permit	UK	
Current driving licence photocard - (full or provisional)	UK, Isle of Man, and Channel Islands. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA	
Birth certificate – issued within 12 months of birth	UK, Isle of Man, and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces	
Adoption certificate	UK and Channel Islands	

Group 2a: Supportive Documents

Document	Notes	Evidence Verified
Current driving licence photocard - (full or provisional)	All countries outside the UK (excluding Isle of Man and Channel Islands)	
Current driving licence (full or provisional) - paper version (if issued before 1998)	UK, Isle of Man, and Channel Islands	
Birth certificate - issued after time of birth	UK, Isle of Man, and Channel Islands	
Marriage/civil partnership certificate	UK and Channel Islands	
Immigration document, visa, or work permit	Issued by a country outside the UK. Valid only for roles whereby the applicant is living and working outside of the UK. Visa/permit must relate to the non-UK country in which the role is based	
HM Forces ID card	UK	
Firearms licence	UK, Isle of Man, and Channel Islands	

All driving licences must be [valid](#).

Group 2b: Financial and social history documents

Documents	Notes	Issue date and validity	Evidence Verified
Mortgage statement	UK	Issued in last 12 months	
Bank or building society statement	UK and Channel Islands	Issued in last 3 months	
Bank or building society statement	Countries outside the UK	Issued in last 3 months - branch must be in the country where the applicant lives and works	
Bank or building society account opening confirmation letter	UK	Issued in last 3 months	
Credit card statement	UK	Issued in last 3 months	
Financial statement, for example pension or endowment	UK	Issued in last 12 months	

P45 or P60 statement	UK and Channel Islands	Issued in last 12 months	
Council Tax statement	UK and Channel Islands	Issued in last 12 months	
Letter of sponsorship from future employment provider	Non-UK only - valid only for applicants residing outside of the UK at time of application	Must still be valid	
Utility bill	UK - not mobile telephone bill	Issued in last 3 months	
Benefit statement, for example Child Benefit, pension	UK	Issued in last 3 months	
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months	
EEA National ID card		Must still be valid	
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid	
Cards carrying the PASS accreditation logo	UK, Isle of Man, and Channel Islands	Must still be valid	
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid	

Evidence Checker – Declaration - I confirm that I have seen original identification documents to verify the above DBS application.	
Print Name of Evidence Checker:	
Telephone number:	
Date:	